

SECRET

Classification

18

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140091-2

## REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS/OTR  30 25X1

1. TITLE OF REPORT (If a fill-in report include Form No.)

2. TYPE  
OF  
REPORTSTATISTICAL  
NARRATIVE  
MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL	TRAINING
LOGISTICS	SECURITY
MEDICAL	FINANCE

ADMIN. GENERAL  
OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Semi-annually

6. DISTRIBUTION (No. of components not  
number of copies)

1

7. FORMAT (memorandum, form  
computer print-out, etc)  
Memorandum

8. ADP PROCESSING

YES
<input checked="" type="checkbox"/> NO

IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

EA/TR

10. PREPARING COMPONENT (include lowest level  
contributing information to report)DC/S 11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

None

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-14	11.00		1.0		11.00		2		\$22.00
GS-07	4.50		0.5		2.25		2		4.50

## B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$ 26.50

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF 25X1,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.To provide a projection of anticipated requirements for   
Used by Special Assistant to DDS in programming overall  25X1

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

25X1

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)
<input type="checkbox"/> CHANGE	
<input type="checkbox"/> DISCONTINUE	

16. DATE OF INVENTORY

9 October 1970

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18. EXTENSION